#

**Yorkshire Synod**

**Application Form 3**

**To let any part of the property for a period not exceeding twenty-eight years**

**Notes:** Applications are considered by the Synod Property Committee, by the Synod Financial Resources Committee (where appropriate) and by the Trustees, the Committee of Management of the Yorkshire Congregational Union and applications will be considered at each of their six meetings a year. The dates for these are on the Synod website but **the deadlines for applications are February 28th, April 30th, June 30th, August 31st, October 31st and December 31st each year.**

**Please read the accompanying Guidance Notes before completing this form and ensure you have supplied all the required supporting documents.**

Applicants will be notified of the outcome of their application as soon as is practicable after the meetings.

It is important for the church to note that only the trustees (i.e. the YCU) can issue formal instructions in relation to any lease. It is essential that the church liaises with the Property Officer or Trust Secretary at an early stage in their considerations. Please read the Guidance before completing this form.

# Name of Church

# Date of Application

***Please complete the appropriate sections.***

***However, you may not need to ‘fill’ completely, all sections or boxes.***

|  |  |
| --- | --- |
| Address of Church |  |

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| --- | --- |
| Name for correspondence:  |  |
| Position in Church (if applicable): |  |
| Correspondence Address: |  |
| Contact phone number:  |  |
| Contact email address:  |  |
| **1. Property to be leased** |  |
| Please describe the property, address, etc. as appropriate (e.g. church hall at … ; large room in Sunday School at …) |

|  |  |
| --- | --- |
| **2. Briefly explain the reason for the proposed lease** |  |
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| **3. Consultation with Synod and Professional Advice** |  |
| Has the Synod Office already been consulted about this proposed lease?Briefly summarise what professional advice has been received and provide a copy of any valuations or appraisals that have been received. Attach separate pages as required.  |
| **4. Vision and Mission?** |  |
| 1. What is the vision for the work of the church for the next 5 years?
2. How does this request enable the church to enhance/sustain its current mission activity?
3. How does this request enable the church to embark on new mission opportunities?
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| **5. Church Meeting Resolution****NB: It is important to refer to the Guidance Notes for the recommended form of wording for this Resolution** |
| Date of Church Meeting:Please attach a signed copy of the Church Meeting Resolution. |
| Signed by: ..................................................................Church Secretary (*or other as appropriate*)Date: ..................................... |

**NOTES:**

Please offer any comments on the use of this form so that we may learn and improve our practice in the future.

**Applications must include the following accompanying documents:**

1. **Church Meeting Resolution (see Guidance)**
2. **Any other paperwork that is considered helpful by the church**

Please email the completed form and accompanying papers to the Trust Secretary (trust@urcyorkshire.org.uk) with a copy to the Property Officer (property@urcyorkshire.org.uk)

Alternatively, please post the completed form to:

The United Reformed Church Yorkshire Synod,

Synod Office,

Somerset House,

St Paul’s Street,

Morley,

Leeds LS27 9EP.

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| **Decisions** |
| **Property Committee:** **At their meeting on …………………………………………………………. Synod Property Committee agreed** |
| **The Yorkshire Congregational Union (Inc):****At their meeting on …………………………………………………………. The Committee of Management of the Yorkshire Congregational Union (Inc) agreed:** |

## October 2019